



TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Application form (attached).<input type="checkbox"/> Critical Areas Worksheet (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.<input type="checkbox"/> Temporary Use Permit (TUP) Criteria (attached).
Please explain in detail (on a separate sheet if necessary) how your proposal meets each one of the criteria listed on the attached Criteria Sheet.<input type="checkbox"/> Scope of Work: State the scope of work of the project, including information about the structures, the building uses, and site work.<input type="checkbox"/> Fire Flow Availability: Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.<ul style="list-style-type: none">• City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.• Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.• The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100. | <ul style="list-style-type: none"><input type="checkbox"/> Certificate of Sewer Availability – Obtain from City of Seattle Public Utilities (206) 684-5283 or Shoreline Wastewater Management District (206) 546-2494.<input type="checkbox"/> Site Plans – six (3 full size and 3 reduced - maximum 11" x 17") copies drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations <u>only</u> may not require as detailed of a site plan.<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location, identification and dimensions of all proposed and existing buildings and their uses.• Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.• Dimensions of all property lines.• Building/structure setbacks from front, side, and rear property lines.• Buildings within 50' of the proposed structure.• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.• Location of existing parking spaces, include traffic flow and all internal walkways. |
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Submittal Fee: \$299.00 (\$149.50 hourly rate, 2 hour minimum).

Please note: Fees effective 1/2012 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.

Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

1/2012

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The Development Code (Title 20) is located at mrsc.org